



JOB DESCRIPTION

Position Title: **Coordinator**

Working Area: **Emergency Management**

Class Code: 3310

Non-Exempt

EEO Code: 05

Effective Date: August 30, 2002

Major Function

Administrative work performing duties involving the coordination of emergency management functions and operations for the Department of Public Safety.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Maintains and coordinates all emergency operations and disaster preparedness plans with County and City agencies within Seminole County.

Maintains current catalog of all government owned resources for emergency management and disaster recovery operations.

Assists with direction, control and warning during natural or technological disasters.

Assists with training and education programs for volunteers and emergency agencies in disaster preparedness. Coordinates disaster response and recovery operations.

Prepares and presents written and oral reports. Conducts research analysis and develops recommendations for appropriate action.

Confers and coordinates with County officials, governmental officials, and governmental agencies to obtain information necessary to develop, update and maintain emergency management plans.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of Federal, State, and Local requirements for county and municipal governments regarding emergency management operations. Considerable knowledge of emergency operations, specifically in the area of disaster preparedness planning. Knowledge of the principles and practices for emergency management planning. Knowledge of Emergency Operations Center functions and operations is required.

Ability to formulate and develop operational plans, training programs and public presentations in a clear and concise manner. Ability to communicate effectively both orally and in writing. Ability to present recommendations in a clear and concise manner. Ability to use computer equipment and related software.



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Minimum Qualifications: Continued

Associates Degree and three (3) years' experience in Emergency Management or Public Safety Administration. Prefer FEPA certification as an Emergency Manager, or the ability to become certified within one year of employment.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Some duties performed will require lifting objects weighing approximately 25 pounds. During emergency conditions this position may be exposed to a variety of environmental conditions as well as hazards associated with a disaster.